



# **BLOCK PARTY INFORMATION GUIDE**

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# Block Party Information Guide

## Introduction

Block Parties are a great way to build social connection and improve your community. Knowing your neighbours can make a difference! It is an opportunity for neighbours to get together, meet each other, have fun and work together on a common activity.

### **10 great reasons to have a Block Party**

- 1) Helps us feel safe by knowing who lives around us.
- 2) Promotes interaction between neighbours of all ages.
- 3) Increases a sense of belonging to the community.
- 4) Provides an opportunity to know your neighbours better.
- 5) Encourages neighbours to look after each other and the neighbourhood.
- 6) Connects long-time and new neighbours and teaches about neighbourhood history.
- 7) It's fun!
- 8) Build stronger communities which have the power to make a difference.
- 9) Animates open spaces for social gatherings and safe, active play.
1. Boosts our health when we feel welcomed and included.

# Plan a Block party

## **Block party**

### **Pick a time and place**

Whether you live in a house or an apartment, your block party can take place in a variety of locations: on a street, common room, lobby, backyard, park, school, or [Leisure Centre](#).

Depending on where your party is, there are a couple of steps you'll need to take:

To have your party on the street, you will need permission to close it. Instructions for how to close a block are included in the block party application. Remember, the [Noise Bylaw \(8244\)](#) is in effect.

### **Set-up an organizing team**

Get your neighbors, strata, and/or property manager involved in the planning of your block party. They can help with invitations, as well as the set-up and clean-up of the party.

A [Block Party poster template](#) is available for download in the related documents section of this page.

### **Invite your neighbors**

Find out who wants to come and if your selected date and location works for most neighbors.

If you plan to close your street, you'll need support from 51% of the neighbours. You can complete this by filling out a [Block Party Neighbour Support Form](#).

### **Design your event**

Possible ideas:

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- Have a potluck
  - Provide name tags to help with introductions
  - Decorate the pavement with chalk to get kids involved
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### **Determine how you'll clean up**

At the end of your party, make sure you have a good crew of neighbours to help you clean up.

### **Remind your neighbours**

When you get confirmation of your street closure or other party location, send a reminder to your neighbours to mark the date. Will they need to bring food, their own dishes, and a chair? Invite them to share a talent or game idea.

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# Closing your street

## **Involve your neighbors**

When inviting your neighbors, share your idea for closing the street, and record their support with the sign-off release form. At least 51% of households must support the road closure. Talk to everyone on your block, including those across the street from each end of the block. For your block party to be approved, proof of 51% household approval must be provided.

You can complete this by filling out a [Block Party Neighbor Support Form](#).

## **Apply for your Block Party permit online - Application fee is \$30+GST**

Saskatoon has a lot of block parties! Make sure to apply two weeks before your party date. Once you apply, we will contact you to confirm details and request your completed sign-off form. When everything is in order, we will email your block party permit.

Block party webform can be found: <https://www.saskatoon.ca/community-culture-heritage/neighbourhoods-community-associations/block-parties>

## **Get the barricades to reserve the street for your party**

Barricades will need to be picked up at the City of Saskatoon sign shop during business hours and must be returned within 2 business days following the event. Event organizers will receive communication on how-to pick-up barricades once the permit has been issued. Event organizers will be responsible for setting up and taking down barricades for the block party.

# Location Ideas

If closing the street is not an option for you and you don't have enough common space for your party, consider the following options.

## Leisure Centres

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Your local [Leisure Centre](#) may have space available to rent. Contact them directly.

## Parks

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Saskatoon parks make a great venue for picnics and private recreation activities. Depending on the type of party you are planning, you may need to [book the park](#) or have a permit to use it.

To book a park please call [306-975-2951](#)

## School

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Your local school may be able to provide space for your party in a school gym or yard.

Rent a Saskatoon Public School facility by calling [306-683-8218](#) or you can [rent](#) a Greater Saskatoon Catholic School facility.

# Block party Logistics

## Alcohol Sales and Service

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Alcohol is not permitted on any portion of city Property

## Barbeques

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Propane barbeques are allowed in the City's parks.

Outdoor park grills within parks can be used on the basis of first come, first served. Users are required to supply their own fire wood and are responsible for safe fire practices and cleanup. Refer to related documents at [www.saskatoon.ca/parklocations](http://www.saskatoon.ca/parklocations) to view a list of parks that have an outdoor grill.

**Note:** A Permit to Burn is not required when using an outdoor park grill or propane barbeques.

## Fire Pits

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A Permit to Burn is required through the Fire Prevention Division of the Saskatoon Fire Department. Permit to Burn application form is available at: [www.saskatoon.ca/special-event-forms-permits](http://www.saskatoon.ca/special-event-forms-permits). A photograph of the fire pit must be submitted with the application form.

All open-air fires must adhere to Bylaw No. 7990, The Fire and Protective Services Bylaw, 2001.

**NOTE: No other fire apparatuses are allowed in parks.**

## Food Trucks

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Food trucks operating at special events **must hold** a City of Saskatoon Mobile Food Truck License. Food trucks that have not obtained this license are not permitted to operate at special events and may be subject to fines.

Food trucks permitted at special events are responsible for immediately removing any garbage and oil/grease spills that occur as a result of operations. Event organizers are responsible to ensure this occurs.

## Insurance

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Approved block parties that require a street closure get free general liability insurance from the City of Saskatoon. The insurance covers party organizers and the City to a limit of \$2,000,000 for public liability and property damage.

We can help determine if you will need additional insurance coverage. If you do need more coverage, you will need to contact a private insurance broker.

## **Noise Guidelines and Bylaw**

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Block parties must abide to the Noise Bylaw

Noise Bylaw hours are:

- Monday to Thursday from 11 a.m. to 9 p.m.;
- Friday and Saturday from 11 a.m. to 10 p.m.; and
- Sunday and Statutory Holidays from 1 p.m. to 6 p.m.

## **Emergency**

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In the event of an Emergency, City of Saskatoon Emergency repair work will take precedence over block party

Block parties must ensure that enough space is left on road for emergency Vehicle Access.



# Planning checklist

2 weeks prior to your event!

- Build a Team - Find a few like-minded neighbours and/or property manager who supports a Block Party/Play Street and is willing to help organize. Pick a Date - Weekends are popular with many people, but a weekday evening may also make sense for your neighbours. Gatherings that go through an application process will need to provide an alternate date.
- Pick a Time - Consider the needs of families in your neighbourhood. It is a good idea to end your event by 9 p.m.
- Pick a Location - Online, private property, street, alley or parkland.
- Seek Neighbour Support - contact ALL of the neighbours directly impacted by a potential street closure to seek their approval. In order for your Block party application to be approved, we require 51% percent approval.
- Pick up Traffic Signs & Cones - Confirm arrangements
- Pick up Supplies and/or Equipment - Arrange to pick up gathering supplies and/or reserved equipment, if applicable.

## **Block Party Day!**

- Set -Up - Set up is simple and can include some or all of the following:
- Put supplies and/or equipment in place.
- Welcome table. Block Party signs.
- Lawn chairs - encourage neighbours to bring their own.
- Garbage bags - only needed if there is a craft or food.
- Games and/or equipment - can be provided or participants can bring their own
- Traffic control signs and cones - if your event involves a road closure, Move signs and cones into position at the appropriate time, according to the plan provided with your permit. Perform a visual inspection of the roadway to ensure any safety hazards (broken glass, construction debris, etc.) have been safely removed. Remember when setting up 7 11 Block Party & Play Street Guide City of Edmonton Neighbourhood Services tables and chairs that emergency vehicles may need quick access. Display or have your permit available, if requested.
- Food and Drink - Alcohol consumption is not permitted on City roads and public property.
- Welcome Participants - Encourage neighbours to wear a name tag to help with introductions. Have FUN!! - Get to know your neighbours.
- Plan your Next Gathering - Talk about what you might like to do together in the future!
- Clean-up - End at the designated time. Ask neighbours to help clean-up. Remove any garbage and tidy up the area.
- Take-down traffic barriers
- Return traffic signs and cone

# Block party poster template

# BLOCK PARTY!



# Block party Neighbour Support

## RELEASE

This is a release provided by the person or persons listed on this form (the "Releasor") to the City of Saskatoon (the "City"). This release is provided in return for the City permitting the temporary closing of streets as requested by the Releasor.

The Releasor hereby releases and forever discharges the City, including its officers, employees and agents, of and from all manner of actions, causes of actions, claims or demand, for or by reason of any loss resulting from loss, damage or injury to person or property or both arising out of or in connection with the temporary closure of \_\_\_\_\_ between (house #) \_\_\_\_\_ and (house #) \_\_\_\_\_ in Saskatoon, Saskatchewan. The above-noted area shall be closed to vehicular traffic between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_.

NAME	ADDRESS & PHONE #	SIGNATURE